



**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
BUILDING AND CODE REGULATIONS DIVISION**



HELPFUL GUIDE

Are you planning to start a business in St. Lucie County?

Are you planning to build?

Are you planning to renovate?

Please read the following information.

- New Business: Please submit an application for a Zoning Compliance – Use Permit to ensure the proposed use is a permitted use in the zoning district. Also, A Business Tax Receipt will be required to be obtained from the St. Lucie County Tax Collector.
- New Construction or Renovations: Please submit a Building Permit Application.

The below information is provided to help you with the requirements for St. Lucie County. There may be other applicable requirements such as State of Florida. If you have any questions, you are encouraged to contact staff in the Building and Code Regulations Division. Please visit or call 772-462-1553.

ITEM	COMMENTS
Application for Zoning Compliance - Use Permit	A Zoning Compliance – Use Permit is required for all new businesses in the unincorporated county to confirm that the <u>proposed business</u> and <u>type of construction</u> are allowed in the zoning district in which your property or business would be located. The Zoning Compliance Use Permit is required prior to issuance of a Local Business Tax Receipt. Please contact Zoning at 772-462-1553 for more information.
Local Business Tax Receipt	All new businesses are required to obtain a Local Business Tax Receipt from the St. Lucie County Tax Collector. For more information, please call 772-462-1650.
Health Department Septic Permit	If you are planning to utilize or expand an existing septic system, install a new one or convert a residential use to a non-residential use you must first obtain Health Department approval for the system. For building permit application purposes, all copies of the survey and the proposed floor plan must bear the original Health Department approval stamp. Please contact the Health Department at 772-873-4931 for more information.
Utility Company Approval	If the property has central water and/or sewer service, you must submit an approval from the appropriate utility company with your building permit application.
Fire District Approval	The St. Lucie County Fire District must review and approve all multi-story, multi-family, and commercial structures to be built or renovated. Please contact the Fire Department at 772-462-8306 for more information.
Handicap Requirements (ADA)	If you are starting a new business or renovating an existing business that serves the public, you are required by Federal Law to comply with the American Disabilities Act. This includes restroom facilities, ingress and egress ramps and providing handicap parking facilities.

ITEM	COMMENTS
Building Permit Application	If planning to build new construction or renovation, you must submit a building permit application to the SLC Building and Code Regulations Division. Amongst other requirements, a building permit cannot be issued unless all contractors and subcontractors are properly licensed and registered with the county. The use of unlicensed contractors is strictly prohibited. For more information, please call 772-462-1553.
Approved Site Plan	If the proposed construction includes a drive-thru or if the proposed building will exceed 6,000 square feet, it will be necessary to obtain site plan approval prior to submitting a building permit application. Projects with an existing site plan approval shall submit a copy of the approved site plan with a stamp of approval from Planning & Development Services with their permit application. For more information, please call the Planning Division at 772-462-2822.
Building Plans	All proposed construction must be accurately shown on plans including but not limited to electrical wiring, plumbing, heat/air-conditioning, gas piping, windows, and doors. Three (3) signed and sealed copies of plans, prepared by a Florida registered engineer, are required. The maximum size for construction plans is 24" x 36". Two (2) CD copies of all plans in PDF format must also be provided. For more information, please contact Building Dept. staff at 772-462-1553.
Stormwater/Drainage	If the proposed construction exceeds 4,000 square feet of impervious surface, you are required to obtain a Stormwater Permit from the Water Quality Division. Please call 772-462-2511 for more information.
Recorded Warranty Deed	If proof of ownership is determined to be a requirement, the county will require a copy of the recorded warranty deed. Please be advised, if the property has been purchased within the last 6 months, the Property Appraiser records may not be up to date. Therefore, a warranty deed is required.
Survey	Surveys are required for all building permits involving construction of a primary structure and for all accessory structures with a construction value exceeding \$10,000. A survey must be signed and sealed by a registered Florida surveyor. Please refer to the county's Survey Requirement Guide for specific requirements.
Notice of Commencement	A recorded Notice of Commencement (NOC) is required for all construction with a value exceeding \$2500.00 and the NOC must be submitted to the Building & Code Regulations Division with your building permit application or prior may be provided prior to scheduling the first building inspection.
Impact Fees	An Impact Fee may be assessed on a new or change of use to a property, business or building.
Owner/Builder Affidavit	If a property owner intends to perform the construction under the owner/builder provisions of Chapter 489.103(7) F.S., then the owner for the building permit must personally appear before our staff in the Permitting Section to sign an affidavit that they are personally doing the work.
Vegetation Removal Permit	For all commercial properties, a Vegetation Removal Permit Application or Exemption Application must be submitted with the building permit application. No exceptions. Please include a copy of the tree survey with proposed construction and a specific plan for removal and preservation. For information, please contact the Environmental Resources Department at 772-462-2531.
Driveway Permit	If your property has direct access from a State or County road, you must obtain a driveway permit from the appropriate jurisdiction.